

**NATIONAL ANTI-TERRORISM ADVISORY COUNCIL COORDINATOR  
COUNTERTERRORISM SECTION  
CRIMINAL DIVISION  
U.S. DEPARTMENT OF JUSTICE  
WASHINGTON, DC  
VACANCY ANNOUNCEMENT NO: 05-CRM-CTS-012**

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**About the Office:**

The mission of the Counterterrorism Section (CTS) includes assisting in the design, implementation and support of law enforcement and intelligence efforts, legislative initiatives, and policies and strategies relating to combating international and domestic terrorism. The Section seeks to disrupt and prevent acts of terrorism which may occur world-wide that impact on significant United States interests and individuals through investigation and prosecution. These efforts are executed in furtherance of Strategic Goal 1 of the Department's Strategic Plan: to prevent terrorism and promote national security. CTS works in a number of vital areas to achieve a coordinated national counterterrorism enforcement program, including: leading and assisting in the investigation and prosecution of international and domestic terrorists; developing and implementing nationwide counterterrorism strategies and initiatives through the Anti-Terrorism Advisory Council initiative; facilitating the sharing of law enforcement information related to terrorism; investigating and prosecuting terrorist financing and material support cases; drafting and reviewing counterterrorism-related legislation, testimony, briefing papers and policy documents; providing training to prosecutors and investigators regarding tactics, substantive law, policies and procedures related to counterterrorism and national security; serving as liaison to the intelligence, defense and immigration communities on counterterrorism issues and cases; and developing partnerships to combat terrorism with our foreign government counterparts through our International Initiative.

**Responsibilities and  
Opportunity Offered:**

The U.S. Department of Justice, Criminal Division, Counterterrorism Section is seeking an experienced attorney to fill the National Anti-Terrorism Advisory Council Coordinator position. The position is at the GS-15 level. Detail assignment is optional.

The CTS National Anti-Terrorism Advisory Council Coordinator ("National ATAC Coordinator") is responsible for coordinating and communicating with the Regional ATAC Coordinators and, as appropriate, district ATAC Coordinators and headquarter components, on terrorist-related information, policies and training. The National ATAC Coordinator shall ensure that the Regional ATAC Coordinators obtain timely, comprehensive and accurate information for the CTS Daily Report. The National ATAC Coordinator shall also coordinate coverage in a particular region if a Regional ATAC Coordinator is temporarily unavailable to address the duties and responsibilities of that region, either by assignment of another CTS Attorney or by directly handling the duties and responsibilities of the Regional Coordinator. The National ATAC Coordinator shall also seek to ensure that: CTS Regional ATAC Coordinators are appropriately providing and receiving information (e.g., threat, litigation, training) from the district's ATAC Coordinator; CTS Regional ATAC Coordinators are providing information, as appropriate, to the Department's leadership through the Daily Reports, CTS Calendar, updates and/or meetings; CTS Regional ATAC Coordinators meet every other week or as otherwise deemed appropriate, to share and discuss information matters, trends and other issues arising from the performance of their duties; Communication and coordination with the CTS Regional ATAC Coordinators and the CTS National ATAC Coordinator is occurring with the National Joint Terrorism Task Force, Executive Office for U.S. Attorneys, CTS International Initiative Coordinator, CTS Management, the Criminal Division's representative on the National Security Coordinating Council (i.e., the Assistant Attorney General for the Criminal Division), the Office of

Intelligence and Policy Review, the intelligence community (including participation in interagency discussions) and other appropriate individuals and entities; Regional and National ATAC conferences are being held as appropriate; Best practices on policy and litigation matters are being obtained, reviewed and disseminated to CTS personnel and ATAC Coordinators as appropriate, either through the CTS website or other means; Training materials, speakers and topics are being shared with Regional and district ATAC Coordinators; Districts are visited, as appropriate, to provide information, materials, advice and support to ATACs regarding the district's practices, information-sharing and/or training; Computer technology is incorporated and support personnel are utilized, as needed, to enhance the mission of the ATACs and reflect the work output of the Regional ATACs and district ATACs, (for example, activity and information conducted in the 199 and 315 review projects); CTS Unit Deputy Chiefs are informed and consulted so that a matter may appropriately be assigned to a CTS Regional Coordinator or other CTS Attorney - - either in a monitoring or litigation role - - at the appropriate time and circumstances, consistent with CTS Litigation Policy; CTS management is kept apprised of whether performance standards of the Regional ATAC Coordinators are being met; Annual goals and objectives for the ATACs are identified and incorporated into the Department's overall counterterrorism mission; Performance measures that will be used by Regional ATAC Coordinators to evaluate a district's ATAC performance are developed and monitored; and Comments and guidance as to the performance of Regional ATAC Coordinators are incorporated into their CTS progress and performance reviews and appropriate awards and honors are recommended, consistent with CTS Awards policy, to reflect significant successes and achievements.

**Qualifications:**

Excellent academic credentials, significant federal criminal litigation experience, strong advocacy and legal writing skills, sound judgment, and a demonstrated commitment to public service.

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Required qualifications: Interested applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of any State, territory of the United States, or the District of Columbia, and have at least five years post J.D. experience. Applicants must be an active member of the bar in good standing.

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Preferred qualifications: Prior management experience is highly desired, but not required.

**Travel:**

Routine travel will be required for conferences and litigation work throughout the United States. Overseas travel may also be required.

**Salary Information:**

Current salary and years of experience determine the appropriate salary level. The possible range for a GS-15 position is \$103,947 - \$135,136 per annum. (See OPM's Web page at [www.opm.gov/oca/payrates/index.htm](http://www.opm.gov/oca/payrates/index.htm).)

**Location:**

Washington, DC

**Relocation Expenses:**

Relocation expenses are not authorized.

**Submission Process and Deadline Date:**

Applicants must submit a cover letter (highlighting relevant experience), a detailed resume or OF-612 (Optional Application for Federal Employment) or SF-171 (Application for Federal Employment) and a current performance evaluation, if applicable.

Please forward all required documents to:

Wakeya Henry, Paralegal Specialist  
Counterterrorism Section, Criminal Division  
U.S. Department of Justice  
10<sup>th</sup> and Constitution Ave. N.W.  
Room 2649  
Washington, DC 20530  
Phone: (202) 514-0849

If you prefer to fax your documents, you can do so at (202) 514-8714. No telephone calls please. This closing date for this position is August 5, 2005. However, applications will be considered on a monthly basis. The cut-off date will be the 30<sup>th</sup> of every month until the position is filled. Applications sent through the mail, must be received by the closing date.

**Internet Sites:**

This and other attorney vacancy announcements can be found at  
<http://10.173.2.12/oarm/attvacancies.html>

For more information about the Criminal Division and the Counterterrorism Section, visit the Criminal Division Web page at: <http://www.usdoj.gov/criminal/criminal-home.html>

**Department Policies:**

*The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.*

*There is no formal rating system for applying veterans preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.*